

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Introduction to ADP CourseSTAT
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FROM:		EXTENSION	NO.
	C/ISTD		
TO: (Officer designation, room number, and building)		DATE	
		RECEIVED	FORWARDED
		OFFICER'S INITIALS	
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			
<p>1. <input type="text"/> John, ADC/OTE</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p> <p>15.</p> <p>Review of the <u>Introduction to ADP</u> course was completed in 3rd quarter. The topic should be on the agenda for the Curriculum Committee meeting next week (16 October). Attached is some background material for the committee members. The bottom line is that we would like approval from the Committee to offer the course in a self-study rather than classroom mode starting immediately. The videotapes are already in the Learning Center. A CBT version should be ready by 1 January 1986. The material is available commercially, and we are in the process of ordering it now. The two PC's to deliver the CBT should also be in by 1 January 1986.</p>			

4 October 1985

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MEMORANDUM FOR: Assistant Director of Training for Curriculum

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FROM: Chief, ISTD

SUBJECT: Introduction to ADP Course

1. A review of basic automated data processing information available in a self-study mode was undertaken in August, 1985. The purpose of this review was to identify ways that the Introduction to ADP (IADP) course could be obtained outside the classroom. Our premise was that if there is appropriate IADP self-study material available, then traditional classroom instruction is not an essential offering.

2. The review identified videotapes available in the Learning Center at Headquarters as well as CBT materials which could be purchased from commercial vendors when PC's are installed in the Learning Center. Classroom courses sponsored by OPM and USDA were also noted.

3. Since we found the quality, variety, and accessibility of the self-study materials to be quite adequate, we decided to withdraw the IADP course from the FY86 classroom schedule.

4. In so doing, we are sending each of the applicants in the queue a copy of the TSD Notes to Training Officers, (please see Attachment 1), which references IADP materials in the Learning Center. It should be noted that as of 29 August 1985, the IADP queue consisted of 33 applicants from OIT, 24 from IMS, Logistics, and Finance, and 7 from OTS, OCR, and OP.

5. A more complete list of ways to obtain basic ADP information is presented in Attachment 2.

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6. Also, for those employees who are interested, but unfamiliar with Agency systems, ISTD and OIT have discussed collaborating on a one to two hour briefing which could be offered twice a year.

7. In sum, it seems that the opportunities outside an ISTD classroom for acquiring introductory ADP information are sufficient to meet the needs of virtually all of our potential consumers in the immediate future.

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2 Attachments

1. Info for Notes to T0s
2. Available ADP Info

Information About IADP Course to be Included in
TSD "Notes to Training Officers"

The Introduction to ADP course will not be part of the FY86 classroom schedule.

Basic information about automated data processing may be obtained in the Headquarters Self-Study Center, GF-39. Video Material from DELTAK includes a series entitled "Understanding Data Processing." This 6-part series covers Information Processing, The Computer System, Information Systems, Data Base and Distributed Systems, Data Communications and On-Line Systems, and The Data Processing Interface. The DELTAK Journal includes topics on Human Dimension of Automation, Problems and Challenges for the Office, Environment Design in the Automated Office, and Manager in the Automated Office. Also available in the Self Study-Center is a book by Shelly & Cashman entitled Introduction to Computer and Data Processing.

ATTACHMENT 1

The following list identifies 7 ways employees might obtain introductory ADP information.

1) VIDEOS in the Self-Study Center (GF-39):

DELTAK

Understanding Data Processing, a 6 Course Series:

Information Processing
The Computer System
Information Systems
Data Base and Distributed Systems
Data Communications and On-Line Systems
The Data Processing Interface

DELTAK JOURNAL

Human Dimension of Automation
Problems and Challenges for the Office
Environment Design in the Automated Office
Manager in the Automated Office

2) BOOKS (Available in the Agency's Self-Study Center):

Introduction to Computer and Data Processing, Shelly & Cashman, 1980.

3) COMMERCIAL CBT COURSES (MAINFRAME):

TITLE

VENDOR

	Basic Computer Concepts	The Courseware Developers
	Intro to DP for End Users	CRWTH
	Computer Literacy	DP Education Corporation
*	DP Concepts	DP Education Corporation
	DP Concepts	Computer Systems Research
	Intro to DP	ASI
*	Developing DP Skills for End Users	CRWTH
	Data Communications for End Users	CRWTH

*Reviewed & recommended for purchase by CBTG (memorandum, 12 October 1984).

ATTACHMENT 2

4) COMMERCIAL CBT COURSES (PC) (MAY BE OBTAINED FROM):

ASI
2340 S. Arlington Heights Rd.
Arlington Heights, IL 60007
(800)238-2625

Computer Systems Research (CSR)
40 Darling Drive
Avon Park South
Avon, CT. 06001
(203)678-1212

The Courseware Developers, Inc.
1075 Tolland Turnpike
Manchester, CT. 06040
(203)646-4105

CRWTH Computer Coursewares
6134 Wilshire Blvd., Suite 200
Santa Monica, CA 90401
(800)282-2372

Data Processing Educational Corporation (DP Ed)
4588 Kenny Road
Columbus, OH 43220
(614)457-0577

Federal Sales Consultant
McGraw-Hill Book Company
Training Systems Division
PO Box 451
Hightstown, NJ 08520
(609)799-9634

The Institute for Professional Education
1515 North Court House Road
Suite 303
Arlington, Va. 22201
(703)527-8700

5) USDA Courses:

Introduction to Data Processing
Basic Concepts of Data Processing
Introduction to Microcomputers
Teleprocessing and Data communications
Introduction to IBM PC

6) OPM Courses:

ADP Systems Analysis for Managers
Executive Seminar in ADP & Information Technology
Management Introduction to ADP
Management Orientation to Office Automation
Design of Office Information Systems
Implementing Office Automation
Integration Office Operations with Information Technology
Introduction to Office Automation
Management Skills for the Automated Office
Office Automation Requirements Analysis
People: Key Factor in Office Automation
Computer Literacy for Managers and Supervisors
Conducting a Teleconference
Electronic Mail: Techniques and Applications
Micrographics in Automated Information Systems
Seminar on Microcomputers
Seminar on Minicomputers
Introduction to ADP Systems Analysis

To Apply to OPM:

Office of Personnel Management
Office Systems Management Institute
PO Box 7230
Washington, D.C. 20044
(202)632-4184

7) EXTERNAL TRAINING (University of Virginia):

COMM 320 Introduction to Business Information Processing
(3) (Off Campus Program)

COMM 427 Analysis and Design of Management Information
Systems (Off Campus Program)